Program Reports

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ICJI's Egrants System Quick Start Guide Input Quarterly Program Report

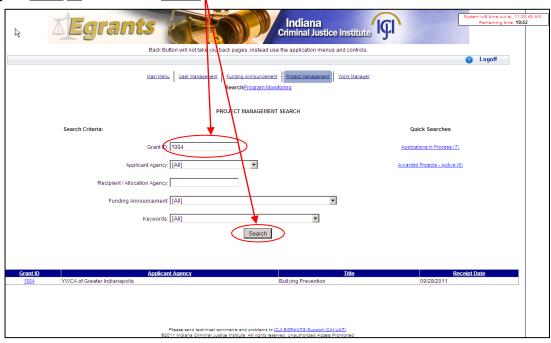
Log onto ICJI's **Egrants** System

At the "Welcome to ICJI Egrants" screen, on the Main Menu tab, select the Project Management tab at the top of the screen, or click on the first hyperlink in the body of the screen, which will take you

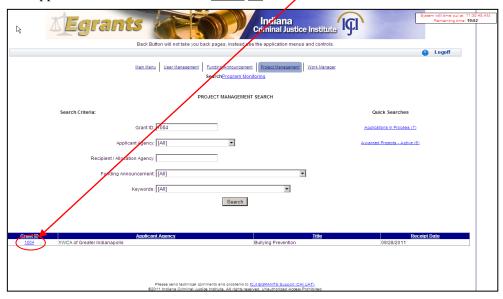
to the **Project Management** Tab



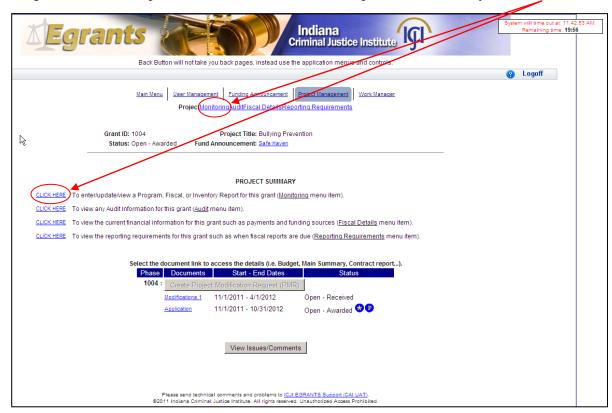
- Enter your Grant ID and click on Search



- Your grant number will appear as a link. Click on the Grant ID link.

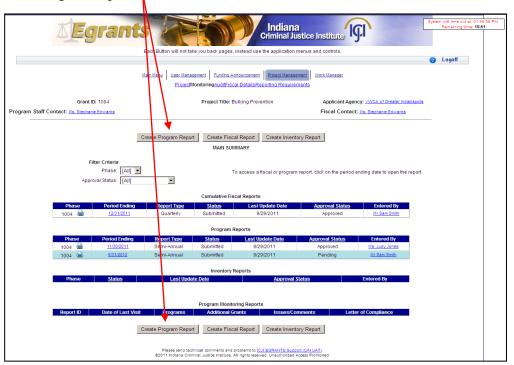


- The <u>Project Summary</u> screen appears. Either click the <u>Monitoring</u> link (under the <u>Project Management</u> tab at the top of the screen) or click on the first <u>quick link</u> in the body of the screen.

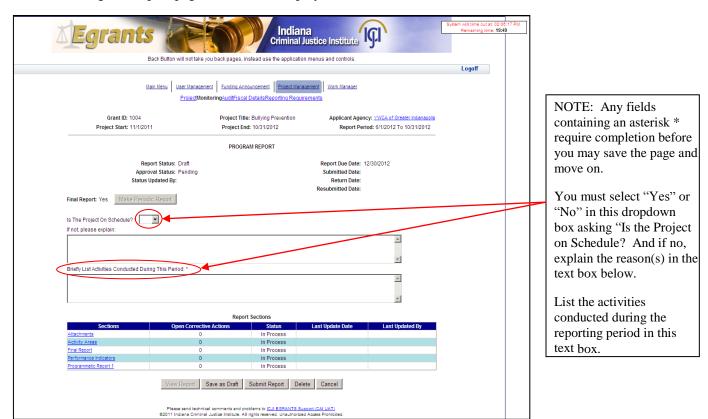


- The <u>Main Summary page</u> under the <u>Monitoring</u> link will appear (All Fiscal, Program, and Inventory reports that have previously been created will be displayed).

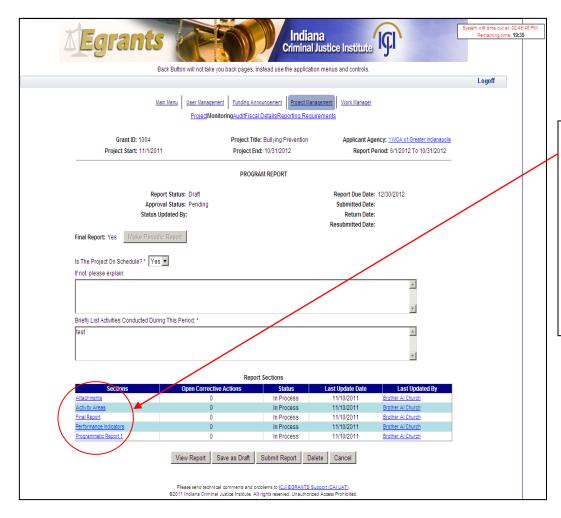
- Click on Create Program Report.



- The <u>Program Report</u> page will now be displayed.



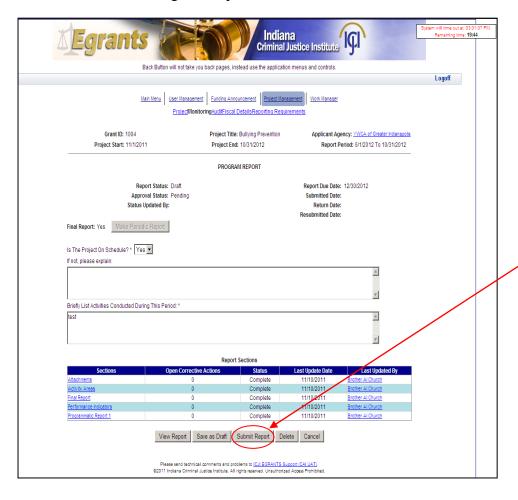
- In the box marked <u>Report Sections</u>, you may see links for <u>Performance Measures</u>, <u>Client Information</u>, <u>Service Information</u>, <u>Additional Information</u>, <u>Attachments</u>, and <u>Other StandardQuestions</u>.
- ALL LINKS THAT ARE ENABLED WILL REQUIRE COMPLETION OF THAT SECTION (These sections were set up as required reporting components for your project on the original Funding Announcement). Note: Section links that are grayed out are not required and you will not have access to that section.



Click on each link to complete that section of the Program Report.

When input for each section is completed, click on <u>Save</u> at the bottom of that page and you will be transferred back to this screen. That Section will now reflect the <u>Last Update Date</u> and <u>Last Updated By</u>.

Submission of the Program Report



Once you have completed and saved the required sections, the input date will appear under the <u>Last Update Date</u> column, and your name will appear in the <u>Last Updated By</u> column.

Once required sections are completed and desired and/or required Attachments are included, you may click on Save as Draft, or if no changes are anticipated, click on Submit Report. (If saved as a draft, the report is not transmitted to ICJI and you may alter information previously input).

A confirmation screen will appear, click Agree to continue.

Program Report Submission Confirmation I hereby certify that, to the best of my knowledge, the information contained in this report is accurate, complete, and in compliance with the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines. Agree Cancel

- You will be taken back to the <u>Main Summary Screen</u>. The <u>Status</u> of your report will appear as <u>Draft</u> or <u>Submitted</u> (Reminder: The report will not be transmitted to ICJI while in Draft status). The <u>Approval status</u> will initially appear as <u>Pending</u>, until review and approval by ICJI staff. Once staff has approved, the status will change to Approved.

